

Adobe Acrobat X Standard

How to create and sign a digital signature on a PDF document in **Acrobat X Standard**

- Click Microsoft “Start” button (Microsoft four-color flag)
- Click “All Programs”
- Click “Adobe Acrobat X Standard”
- At the “Adobe Acrobat X Standard” page, click “Open”
- Locate desired PDF Document” you want to sign and “Double-click” on it
- Click “Tools”
- Click “Sign document”
- If a dialog box appears, read the information and then click “OK”
- Drag your pointer to create a space for your signature
- In the “Add Digital ID” box, select “A new digital ID I want to create now,” then click “Next”
- In the “Add Digital ID “ dialog box, select “New PKCS #12 digital ID file,” then click “Next”
- In the “Add Digital ID” box, type “name, department, LSC and e-mail address,” then click “Next”
- In the next “Add Digital ID” dialog box, type a “Password,” re-enter password to confirm it, then click “Finish”
- At the “Sign Document” box, type the “Password” associated with your digital id, then click “Sign”
- At the “Save As” dialog box, next to “File name,” click “Save”
- At the “Save As” dialog box, click “Yes” to replace existing document with the document with your digital signature,
- Your signature will be on the document
- If you want to rename the document, click “No,” then click “Save”
- Your signature will be on the document

How to sign with an existing digital ID

- Click “Start”
- Click “Adobe Acrobat X Standard”
- At the “Adobe Acrobat X Standard” page, click “Open”
- Locate desired PDF “Document” you want to sign and “Double-click” on it
- Choose “Tools” > “Sign & Certify”
- Click “Place Signature”
- If a dialog box appears, read the information and then click “OK”
- Drag your pointer to create a space for your signature
- At the “Sign Document” box, type the “Password ” associated with your digital Id, then click “Sign”
- At the “Save As” dialog box, next to “File name,” click “Save”
- At the “Save As” dialog box, click “Yes” to replace existing document with the document with your digital signature, click “No” to rename document
- Click “Save”
- Your signature will be on the document